

## **Job Opportunity**

**Date:** April 2, 2015

**Position Title/Rate:** Bailiff-\$12.75/hr

**Department/Division:** **Judge Karen Mullins – Criminal Court Calendar**

**Location:** Central Court Building  
Suite 13D  
201 W. Jefferson St.  
Phoenix, AZ 85003

**Job Requirements:** Bailiff minimum qualifications include a High School Diploma or GED.

**Comments:** Judge Mullins seeks a full-time Bailiff to begin **immediately**. Judge Mullins is currently on a Criminal Calendar but will be assuming a Civil Calendar the end of June. This recruitment is on-going until the position is filled. All interested applicants should mail, e-mail or fax their resumé immediately to:

**Judge Mullins**  
**C/O Sandra Mena**  
**201 West Jefferson**  
**Phoenix, AZ 85003**  
**Fax: 602-372-8668**  
**E-mail: [menas@superiorcourt.maricopa.gov](mailto:menas@superiorcourt.maricopa.gov)**  
**Please include cover sheet:**  
**ATTN: Sandra Mena**

Our comprehensive benefits package includes medical/dental/vision, up to 23-vacation days/year and 11 paid holidays. This position is Unclassified and not covered by the Classified Personnel Rules or Judicial Merit Rules. **EOE**

### **JOB SUMMARY:**

Under limited supervision, provides coordination of courtroom proceedings and performs a variety of legal and clerical duties related to the performance of a Superior Court division.

### **PRIMARY DUTIES OF THE POSITION:**

Orders or prepares files and daily calendar for the Court; schedules hearings; prepares courtroom for trial; manages courtroom during proceedings; assists visitors, jurors and pro pers with explanations, directions, and instructions; responsible for the jurors; assists witnesses and attorneys during courtroom proceedings; distributes the Calendar of Court proceedings as required; inputs to the integrated Court Information System (iCIS); may perform other tasks and duties as requested by the Judge or Judicial Assistant.

**QUALIFICATIONS/EXPERIENCE/CERTIFICATION/LICENSURE REQUIRED:**

**Knowledge, Skills and Abilities:** High School Diploma or GED required. Knowledge of court procedures, legal terminology, legal research techniques, and the operation of e-courtroom equipment preferred.

\*It is the policy of the Judicial Branch not to discriminate in employment or the provision of services. To arrange for reasonable accommodation under the Americans with Disabilities Act ADA, please call 602-506-4473.\*